

## Chapter 2

### STATUTORY LIMITATIONS AND POLICY GUIDANCE SECTION A - PUBLIC LAW LIMITATIONS

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## **Section A - Public Law Limitations**

### **2.1. Price and Quantity Limitations.**

2.1.1. The purchase of passenger carrying vehicles (sedans, station wagons, buses, ambulances) is controlled by public laws passed by the Congress of the United States. These laws establish the following:

2.1.1.1. The quantity of passenger carrying vehicles which may be procured with funds appropriated by Congress for any fiscal year. To ensure compliance with this limitation, no vehicles will be bought except as authorized on procurement authorizations issued by HQ USAF/ILPR.

2.1.1.2. The maximum price payable for passenger vehicles other than sedans and station wagons.

2.1.2. Compliance with price limitation is the responsibility of the procuring activity, however WR-ALC will not initiate procurement actions prior to receipt of current years price limitation.

## **Section B - Policy Guidance**

### **2.2. General.**

2.2.1. Vehicles will only be procured or furnished (inclusive of assets redistributed) to any major command, project or system if a valid, open authorization or replacement requirement exists.

2.2.2. Vehicles are considered REMS (BP8200) support items and will not be authorized by project offices, system managers (SMs) weapon system logistics officers or other similar or related support offices. Requests for such authorizations will be routed through LGT at the appropriate major command and processed according to AFI 24-301 Chapter 6.

2.2.3. The establishment of special projects/system direction of HQ USAF will not be construed as an automatic authorization for vehicular equipment. All requests for vehicles in support of special projects/system direction must be coordinated through the supporting MAJCOM.

2.2.4. Only MAJCOM requests concerning procurement, allocation, distribution, redistribution of assets will be processed by WR-ALC/LES.

2.2.5. No vehicles will be procured when the minimum total requirement can be satisfied through any of the following:

2.2.5.1. Redistribution.

2.2.5.2. Substitution.

2.2.5.3. Economic repair.

2.2.5.4. Economical lease.

2.2.6. Vehicles will neither be included as a part of any AF supply directive nor provisioned as ground equipment in support of any system (aircraft, missile, electronic).

2.2.7. All AF vehicles registered according to AFI 24-301 are subject to HQ USAF/ILGV control.

2.2.8. Initial procurement and allocation of vehicles for the major commands will be the responsibility of WR-ALC/LESV based upon HQ USAF/ILPR approval.

2.2.9. Normal supply requisitioning procedures are not applicable for REM vehicles.

2.2.10. Specifications prepared/utilized for the procurement of AF vehicles shall be limited to the manufacturers standard options, unless engineering analysis substantiates a mission essential requirement for special characteristics.

- 2.2.11. Special/military features must have prior HQ USAF/ILGV and WR-ALC/LESV approval.
- 2.2.12. No vehicles will be procured to support stock levels at organization, base, major command, or Air Force level.
- 2.2.13. No vehicle will be procured to provide a maintenance float.
- 2.2.14. Unless exceptions are made through provisioning action decisions on an individual item basis, spare parts which are readily available through established commercial parts dealers/jobbers outlets will not be stock listed, stored, or issued. These items will be considered commercial spare parts regardless of end item application and will be procured as follows:
- 2.2.14.1. CONUS activities: Obtain through contractor operated parts stores (COPARS) or local base procurement.
- 2.2.14.2. Overseas activities: Requisition through appropriate DLA centers when not available from local dealers/outlets. Requisition will be submitted in MILSTRIP format citing manufacturers code, part number, description of part, and identity of end item.
- 2.2.15. All vehicle procurements require a procurement authorization (PA) document from HQ USAF/ILPR.

### **2.3. General Purpose Vehicles - Commercial Design.**

- 2.3.1. Procurement of vehicles required to fill AF general purpose fleet requirements will be limited to commercial design only (off-the-shelf) unless they meet the requirements of para. 12.
- 2.3.2. These commercial design vehicles will have only those special options as are commercially available..
- 2.3.3. No M-Series specifications will be included as special features for general purpose commercial design vehicles.
- 2.3.4. No special features/options will be specified without prior HQ USAF approval.

### **2.4. Special Purpose Vehicles.**

- 2.4.1. Vehicles necessary to fill special purpose vehicle fleet requirements will be of the standard commercial type whenever possible. An exception to this policy will be when an engineering evaluation confirms that a specific military requirement warrants special features, necessary and essential for mission accomplishment.
- 2.4.2. Any special purpose vehicles requiring military specifications must be fully substantiated and approved by WR-ALC/LESV.
- 2.4.3. Upon incorporation of specific military specifications into the vehicle's requirement, the following guidelines will be adhered to:
- 2.4.3.1. Only the minimum essential quantity will be established.
- 2.4.3.2. On hand assets of the vehicle item to be replaced will apply against the actual requirement for the new item. Recommended basis of issue for the proposed item will be forwarded through the AFEMS (C001).
- 2.4.4. Vehicles procured specifically designed for medical service with BP8200 funds must be controlled according to standard REM procedures.

## **2.5. Military Design (M-Series/Tactical Type).**

2.5.1. Requirements for M-series type vehicles in support of a system (aircraft, missile, electronic) will be processed through the AFEMS (C001), to WR-ALC. Upon notification by WR-ALC/LESV of availability of M series vehicle to fulfill the requirements, the MAJCOM will submit a request through AFEMS (C001), to WR-ALC/LESV for these type vehicles. WR-ALC/LESV will process this request through the AFEMS (C001).

2.5.2. Procurement will be the sole responsibility of WR-ALC/LESV through appropriate procuring activity.

2.5.3. All M-series vehicles procured or introduced into the inventory by actions previously cited will become a part of the major command vehicle authorization.

2.5.4. All procurements of M-series cargo vehicles will be accomplished less tarpaulins, end curtains, staves, and bows. These items will be available as kits or on an individual basis and issued through normal supply channels.

## **2.6. Materiel Handling Equipment.**

2.6.1. All materiel handling equipment utilized by the Air Force will be of standard commercial design (off-the shelf) except for 463L system equipment.

2.6.2. Special features or specific military requirements will not be included in procurement or qualitative directives without prior HQ USAF approval.

2.6.3. The variety of design/type of materiel handling equipment developed or procured for the Air Force will be held to a minimum, compatible with utilization requirements.

## **2.7. Base Maintenance Equipment.**

2.7.1. Base maintenance equipment eg,(construction equipment) requirements will be of the standard commercial (off-the-shelf type).

2.7.2. Special features will not be incorporated in any specification or procurement document prior to a validated engineering evaluation.

## **2.8. Indigenous Vehicles.**

2.8.1. Vehicles procured under off shore procurement procedures, when excess of AF needs or when uneconomically repairable, will not be transferred out of the country in which procured, for utilization or disposal.

2.8.2. Indigenous vehicles when declared excess to AF requirements, will be processed to the local property disposal activity, utilizing normal procedures, subject to the following exceptions and limitations.

2.8.2.1. When an indigenous vehicle is determined to be excess, within the area in which the vehicle was procured, a survey will be conducted to determine if any comparable American type vehicles are to be disposed of. Upon determination that a comparable American type vehicle is eligible for transfer to disposal, the excess indigenous vehicle will be utilized to fulfill the requirement.

2.8.2.2. When an indigenous vehicle is excess to AF requirements and no comparable American type vehicle is available for transfer to disposal, indigenous vehicle will be offered to other US government agencies within the country where the vehicle was procured, prior to transfer to disposal.

2.8.3. Indigenous vehicles, becoming uneconomically repairable, will be processed to disposal through normal procedures. Prior to transfer, they will be offered, without charge, to other US government

agencies within the procurement area. Transportation and handling charges will be borne by the accepting agency.

2.8.4. Indigenous vehicles, when authorized for procurement (off shore) will be limited to and applied against major command vehicle authorizations. Congressional limitations will be applied for this type of procurement.

## **2.9. "Name Projects" (HQ USAF/ILPR)**

2.9.1. Name projects are those special projects approved by HQ USAF for a special function. Due to the nature of these projects, vehicles cannot always be included in requirement forecasts.

2.9.2. Name project vehicles support will be provided as follows:

2.9.2.1. Vehicle equipment assets assigned to the major command having project responsibility.

2.9.2.2. Vehicles reported as excess by the major commands and which are excess to the over-all AF requirement.

2.9.2.3. Vehicle equipment held by major commands under allowance source code "000" and status code "K" (awaiting IM disposition).

2.9.2.4. Command levy, when applicable, due to nonavailability of vehicles cited in paragraphs 9b(1) through (3).

2.9.3. Requests for vehicles to support name projects will be submitted as follows:

2.9.3.1. Project name/code.

2.9.3.2. Major command responsible for project.

2.9.3.3. Precedence rating.

2.9.3.4. Depot supply priority.

2.9.3.5. Need date.

2.9.3.6. National stock number.

2.9.3.7. Nomenclature.

2.9.3.8. Quantity.

2.9.3.9. Shipping address.

2.9.3.10. Marking instructions.

2.9.3.11. Contact point.

2.9.3.11.1. Project officer's name.

2.9.3.11.2. Office symbol.

2.9.3.11.3. Telephone numbers.

2.9.3.12. Justification.

2.9.3.13. Any pertinent facts which will assist the IM in providing the required support.

2.9.3.14. Document number. This will be configured as follows:

2.9.3.14.1. Federal supply class, for example, 2320, 2330.

2.9.3.14.2. Date - Last digit of calendar year, plus the Julian date, for example 9 123, 9 235.

2.9.3.14.3. Code number - This is the numerical designation assigned to the project.

2.9.3.15. A statement will be included indicating major command's ability to support requirement from its own assets. If only a portion of the requirement can be supported, it will be so indicated.

2.9.4. Major commands requesting vehicle equipment in support of named projects will furnish a copy of request to WR-ALC/LESV.

2.9.5. Upon receipt of request, the appropriate vehicle IM will review the request, and take action (paragraphs 17b(1) through (4)).

2.9.6. When a MAJCOM cannot fully support the requirement, the vehicle IM will take required action to fill remaining requirement from other sources.

2.9.7. When requirement is filled through utilization status code "K" vehicle equipment, the IM will take immediate action to have these vehicles placed in serviceable condition.

2.9.8. Assets used to fill requirements by means of command levy will be determined by WR-ALC/LE and appropriate MAJCOM.

2.9.9. Accountability and authorization records for vehicles provided in support of name projects will be maintained according to AFMAN 23-110 Volume IV.

## **2.10. Furnishing Motor Vehicles To Government Contractors.**

2.10.1. Applicability - Applies to all USAF contracts in support of:

2.10.1.1. Systems.

2.10.1.2. Acquisition.

2.10.1.3. Research.

2.10.1.4. Development.

2.10.1.6. Research, Development, Test, and Evaluation (RDT&E) -

2.10.1.6. Maintenance.

2.10.1.7. Services for initial installation.

2.10.1.8. Repair of military facilities, systems items, and components.

2.10.2. Policies governing the providing of motor vehicles to AF contractors in support of systems acquisition and RDT&E programs.

2.10.2.1. New vehicles - New vehicles will be provided by the government only when fully justified and approved by the administrative contracting office, system program office, and the Major Command as to the requirement and usage involved.

2.10.2.2. Excess serviceable vehicles - Excess serviceable vehicles will be provided after determination by the Air Force that it is in the best interest of the government to provide such vehicles. This includes vehicles required and used for contract work previously accomplished in-house.

2.10.2.3. Vehicles used exclusively for contract performance - When fixed price or cost reimbursement type contracts are negotiated requiring vehicles solely for contract performance, the alternate methods, private versus government, will be evaluated and documented by the procuring activity, assisted by the contract administrator, to assure the most favorable conditions at the lowest cost to the government.

2.10.2.4. Command authorizations - Vehicles provided to contractors that are registered for reporting to the AFMC vehicle IM (AFMAN 23-110, Volume IV), will be included in authorizations of the major

command requiring the contract work or service.

2.10.3. Procedures for acquisition of motor vehicles. Government vehicles may be provided for contract work under certain essential conditions, when significant savings will result to the government. Cases will be fully documented in approvals for authorization of funds for these vehicles.

2.10.3.1. Establishing requirement for acquisition - The type and quantity of vehicles in support of contract performance and method of acquisition will be determined as early as practicable, especially when a fleet of vehicles is involved. AF requiring and contracting activities will coordinate on the requirement for vehicles with the major command equipment management office (CEMO) and will jointly analyze alternate methods of providing the property to develop information on relative benefits and costs. The data will be used to document determinations or findings to support subsequent actions by the requiring and contracting activities in the preparation of budgets, purchase requests, and contracts. The following factors as appropriate to the particular case, should be included in the evaluation:

2.10.3.1.1. The type and number of vehicles, anticipated period of use including any follow-on requirement.

2.10.3.1.2. Administrative lead time for effecting acquisition of vehicles for accomplishment of end-item work. (NOTE: Delays in acquisition may negate the advantages of purchase by the government.)

2.10.3.1.3. Relative costs and savings in acquisition through government purchase or contractor purchase or lease. Include estimated costs of transportation of the property and maintenance as appropriate.

2.10.3.1.4. Capability of contractor (if selected) to provide vehicles from contractor resources.

2.10.3.1.5. Possible adjustments in acquisition through initial leasing by contractor and later furnishing as government furnished property when vehicles became available.

2.10.3.1.6. Availability of vehicles through a plan for reallocation of command vehicles by the MAJCOM CEMO (AFMAN 23-110, Volume IV).

2.10.3.1.7. Availability of vehicles from the WR-ALC IM or other DoD assets.

2.10.3.1.8. Plan for replacements. Consideration should be given to any long term need for vehicles, and a plan for replacement should be included.

2.10.3.1.9. Any other factors should be considered that may affect implementation of the project and contract work.

2.10.3.2. Processing requirements for new vehicles. Where it is determined to be in the government's interest to provide new vehicles, contractor requirements with support data will be input by the MAJCOM requiring activity into the AFEMS (C001) using the on-line transaction allowance change request (TACR) and sent to WR-ALC/LETA, Robins AFB Ga.

2.10.4. Contract records. When included in the contract by reference, the Manual for Control of Government Property in Possession of Contractors, ASPR appendix B (appendix C for non-profit, R&R contractors), provides that the contractor property record system (as approved) will be used for maintaining the contract records of the government property. Current data on vehicles are available to the chief of supply (COS) office COS/CEMO/IM from these records through request to the government property administrator.

2.10.5. The COS/CEMO/IM records. The AF procedures for management of vehicles and maintenance of equipment records are prescribed in AFMAN 23-110 Vol IV, part one. The purpose of maintaining COS/CEMO/IM records of contractor-held government vehicular equipment is for reporting in

connection with major command authorizations, replacement status, etc. Data to establish and maintain required COS EAID records will be requested by the MAJCOM from the government property administrator. COS maintenance of AF REM records for government vehicles does not relieve the contractor of the responsibility for maintaining the accountable records and controls over the property as required by the contract.

2.10.6. When it has been determined that more vehicles are required than are available from command assets, or the furnishing of such vehicles will degrade the assigned mission, the statement of work will reflect only the number of vehicles that are being furnished at that time. An on-line transaction allowance change request (TACR) input into the AFEMS (C001) will be sent to WR-ALC/LET, Robins AFB Ga., for approval of the additional vehicles required. Upon receipt of these additional vehicles, the statement of work will be amended to reflect the current number of vehicles furnished the contractor.

## **2.11. War Reserve Materiel.**

2.11.1. Vehicle requirements needed to augment normal peacetime operations will be designated war reserve materiel (WRM) requirements. These requirements will be the net minimum quantity necessary to augment peacetime requirement.

2.11.2. Vehicles determined to be WRM will be controlled by the MAJCOM subject to the following limitations:

2.11.2.1. Maximum joint utilization.

2.11.2.2. Storage of WRM requirements will be maintained at an absolute minimum.

2.11.2.3. WRM vehicles in storage will be inspected and rotated to insure serviceability and reliability.

2.11.3. MAJCOMs having WRM requirements will input a Transaction Allowance Change Request (TACR) on-line into the AFEMS (C001). This request will be processed through WR-ALC/LETA, Robins AFB, Ga. and will provide the following:

2.11.3.1. Total requirement (type and quantity) by base.

2.11.3.2. When joint utilization is not applied, complete justification must be included.

2.11.3.3. Net WRM authorization required (type and quantity) by base.

2.11.3.4. War mission to be supported (AFR 205 series will apply).

2.11.3.5. Other appropriate data.

## **2.12. AF Security Assistance Program.**

2.12.1. AF Security Assistance Program vehicular equipment requirement will be processed to AFMC/AFSAC for approval and direction.

2.12.2. WR-ALC will take no action without prior AFSAC authorization.

2.12.3. No excess AF vehicles will be utilized to fill AF Security Assistance Program requirements unless:

2.12.3.1. Component/spare part support is available from either military/manufacturer stock/ facility.

2.12.3.2. Vehicles selected to fulfill this program requirement must be in excellent condition and have a minimum of 75 percent of the original life expectancy remaining from a condition standpoint (T.O. 36-1-191).

2.12.4. Security Assistance Program Procedures are applicable to all AF activities performing AF



Security Assistance Program functions.

### **2.13. Selective Management Program.**

2.13.1. The purpose of the AFEMS (C001) is to provide an adequate program of selective management for any vehicles within the scope of the REM program.

2.13.2. To preclude duplication and conflicting instructions, vehicles within the AFEMS (C001) will not be accorded any other type of selective management.

### **2.14. Buy-Budget Program.**

2.14.1. Buying and budgeting of vehicles shall be limited to:

2.14.1.1. Buy - Support of forces in being (shortages & replacement) and new activations.

2.14.1.2. Budget - Support of forces in being and new activations through budget leadtime.

2.14.2. The Air Force submits an annual vehicle budget request to OSD and the Congress. The types and quantities of vehicles included in these annual requests are determined by MAJCOM Buy Submissions and MAJCOM POM Initiatives.

2.14.2.1. Bases submit annual buy requirements to their respective MAJCOMs IAW command's instructions. MAJCOMs submit a consolidated budget detail listing to WR-ALC/LESV. Detailed preparation and submission instructions are contained in the Fiscal Year (FY)-Buy Program Guidelines provided to MAJCOMs each year by WR-ALC/LESV. "Vehicle Replacement" funds available in Program Element (PE) 72831 are applied to these validated requirements until the funds are exhausted.

2.14.2.2. MAJCOM POM initiatives fund vehicle requirements. These funds are usually included in the Program Element (PE) associated with the project or weapon system.

2.14.2.2.1. HQ Air Force Civil Engineering Services Agency (AFCESA), Tyndall AFB, identifies all fire truck buy requirements to WR-ALC/LESV under PE 91279, with the following exceptions:

Wildland	4210-01-483-1025
P-29 Brush	4210-01-450-9429
P-31 Hazmat	4210-01-396-5219

2.14.2.2.2. HQ SAF and WR-ALC/LEL identify buy requirements for aircraft loaders (Tunners and Next Generation Small Loaders, NGSLs) under PE 41214.

2.14.2.3. Types and quantities of vehicles funded by the MAJCOM POM initiatives plus the types and quantities of vehicles determined by the FY-Buy (as validated by AFEMS) constitute the Air Force budget estimate submission (BES) and is forwarded to OSD for approval. WR-ALC/LESV allocates the BES vehicles back to the MAJCOMs. These allocations are tentative pending approval by OSD and Congress.

2.14.3. A requirement which is identified or assigned a higher priority after submission of the FY-Buy can be bought only if the requiring MAJCOM provides WR-ALC/LESV offset allocation(s) with a dollar amount sufficient to pay for it.

**2.15. Nuclear Safety Certification Of Vehicles.** Major commands will provide certification data for vehicles used in handling of nuclear weapons according to the format contained in AFI 91-103. Users refer to T.O. 00-110N-16 to confirm nuclear certification of vehicles.

### **2.16. Authorizations For Leased Vehicles.**

2.16.1. Leased vehicles subject to in-use detail reporting will not exceed prescribed allowance standards or base authorizations. REM authorization in-use detail records will be adjusted as appropriate to eliminate the likelihood of duplicate authorizations when leased vehicles are on hand.

2.16.2. In accordance with AFI 24-301, DoD components may lease motor vehicles when any of the following conditions exist.

2.16.2.1. It will result in cost benefits to the government. Economic analysis will be reviewed annually to verify cost data.

2.16.2.2. Unforeseen requirements develop that must be satisfied before vehicles can be obtained through annually approved procurement programs.

2.16.2.3. Local laws or status of forces agreements prevent the use of government-owned vehicles.

2.16.2.4. Valid vehicle authorizations cannot be filled by assets provided through the normal REM procedures or resources.

2.16.3. The lease of Class III and IV sedans must be approved in advance by HQ USAF/ILPR. **Note:** If a vehicle is leased for less than one year and the lease agency does not have the authorized size of vehicle available, the requester may use the next larger size without HQ USAF/ILPR approval.

2.16.4. Short term lease. Transportation commanders may lease motor vehicles for periods less than 1 year without regard to established allowances or authorizations to satisfy peak loads, unusual or emergency requirements. This authority will not be used to provide transportation for normal, routine purposes for which authorizations have been established and for which vehicles have been provided, are on hand and serviceable.

2.16.5. Long term lease. Transportation commanders will obtain prior approval for new or renewed leases exceeding 1 year. For commercial design general purpose vehicles within the United States (the 50 states and District of Columbia) prior approval must be obtained from the GSA by WR-ALC/LESV. Requests for all approvals must include justification of the need for the leased vehicle and certification that other means of transportation are not available or suitable. Lease requests for commercial design, general purpose vehicles will be input into the AFEMS (C001) and sent through the major command CEMO to WR-ALC/LESV for approval. Lease requests for all other vehicle types will be sent to the major command CEMO for final approval. For all vehicles outside the United States, prior approval will be obtained from the major command CEMO.

2.16.5.1. Justification must include the following:

2.16.5.1.1. Number of vehicles required by type.

2.16.5.1.2. Justification of the need for lease

2.16.5.1.3. Estimate of cost.

2.16.5.1.4. Anticipated period of use.

2.16.5.2. The base vehicle operations will review and approve or disapprove lease requests before submitting for CEMO action. If CEMO determines leasing to be justified, they will coordinate/approve on-line transaction allowance change request (TACR) and the AFEMS (C001) will send the request to WR-ALC/LETA for approval or disapproval as required. AF Form 601 will be prepared at base level and after approval by vehicle operations input into the AFEMS (C001) using the on-line transaction allowance change request (TACR). The AFEMS (C001) will send these requests to the CEMO for action. The allowance identification will contain the ASC composition code of the authorization which would temporarily be filled by the leased vehicle being requested. Leases will not be extended past the

approved period without the written authority of the CEMO.

2.16.5.3. Lease for over 1 year will not be effective until receipt of approval from WR-ALC/LESV. Repetitive short- term leases (less than 60 days) will not be used.

2.16.6. Transportation responsibility. Transportation activities will be the office of collateral responsibility (OCR) on all requests for leases and approval/disapproval actions. Coordination with the applicable transportation function at base, numbered Air Force and Major Command levels will be obtained as part of the request processing action. A copy of the final action on all requests for leasing will be sent to the major command director of transportation by the CEMO.

2.16.7. Lease With Option to Buy.

2.16.7.1. Lease agreements that will have a 'lease with option to buy clause' must have the prior approval of WR-ALC/LESV before entering into the agreement. This includes both short-term and long-term agreements.

2.16.7.2. Prior to exercising the option to buy, action must be taken to obtain the approval of WR-ALC/LESV. If alternative actions can be taken by WR-ALC/LESV to meet the requirements and reduce costs to the Air Force (i.e., redistributions, existing contract), action will be taken to terminate the lease agreement.

2.16.7.3. O&M appropriation funds are not authorized to procure leased vehicles.

2.16.8. WR-ALC does NOT provide any form of technical support for special purpose leased vehicles (i.e. service bulletins, time compliance technical orders, technical orders, technical order numbers, etc....)

## **2.17. Local Purchase Of Vehicles.**

2.17.1. Major commands will obtain WR-ALC/LESV approval prior to initiating local purchase of vehicles.

2.17.2. Requests for local purchase authority will contain sufficient justification such as NSN, nomenclature, quantity, need date, and complete rationale for WR-ALC/LESV and the normal purchasing agency to fully evaluate.

2.17.3. O&M appropriation funds are not authorized to procure vehicles.